



United Nations

TAKING CONTROL OF
YOUR CAREER

GETTING STARTED

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Getting Started



Before you begin, save this document with a title that includes your last name. This will allow you to print and share it with a coach¹ or your manager. After you complete each activity, save the document again so you do not lose your work.

Your Information


Now that you have saved this document, click each grey area and type the requested information:

First name
Last name
Job title
Office or mission
Number of years you have you been working in your current position
Number of years you have been working in the UN System

¹ To plan a coaching session email uncareercoaching@gmail.com. Please note that Teams, Zoom and Skype sessions with career coaches are available for all staff including those at Offices Away from Headquarters and in field missions. [Click here](#) for more information about the career coaching programme.

How to Use This Workbook

Activities

Throughout this workbook, you will find activities to do on your own. When you see the computer icon , follow the instructions to complete the exercise. In some cases, you are directed to a website within or outside the UN. In other cases, you select an item or box from a list. In most cases, you enter your response by typing.

To enter a response, click the grey box enter the information requested, as shown here:

Click here to enter text.

I am typing my resp

Purpose

This workbook is a tool to help you maximize your potential. It is designed to help you identify problems and challenges in your career path and to discover ways to address them.

This workbook will help you:

- Reflect on your career and map out steps to pursue your career aspirations at the UN
- Assess your competencies and how to strengthen them
- Explore steps which may enhance your career development at the UN
- Identify obstacles to managing your career at the UN and ways to remove them

Overview

“Taking Control of Your Career” consists of 9 activities divided into 3 parts:

Part 1: Career Planning and Advancement

Activity 1: Knowing Yourself and What You Want
Activity 2: Ingredients for an Action Plan
Activity 3: Career Plateaus

Part 2: Career Tools

Activity 1: Transferable Skills
Activity 2: Emotional Intelligence
Activity 3: Managing Your Reputation
Activity 4: Building Career Connections
Activity 5: Courage at Work

Part 3: Career Transitions

Activity 1: Understanding the New World of Work

Each activity will take 30 to 90 minutes to complete.

You can take all activities or only the ones most relevant to you.